

The following are a few reminders before the initial administration of the Spring 2014 Michigan Merit Examination (MME) that will take place this week (March 4<sup>th</sup> – 6<sup>th</sup>).

DATE	Test Supervisor (TS)	Test Accommodations Coordinator (TAC)
<b>March 3, 2014</b> (last day prior to testing)	<ol style="list-style-type: none"><li>1. Be sure that all students testing have completed the pre-test sessions and have answer documents with bubbled information and student barcode labels.</li><li>2. Give students final testing reminders to: bring ID, pencils, and permitted calculators; do NOT bring cell phones or other electronic devices.</li><li>3. Count out and record test booklet numbers for each testing room, and then return materials to their secure storage location overnight.</li></ol>	
<b>March 4, 2014 -</b>  <b>March 5, 2014 –</b>  <b>March 6, 2014 –</b>	<b>Initial MME Testing</b>  Day 1 Testing – ACT Plus Writing  Day 2 Testing – WorkKeys  Day 3 Testing – Michigan Mathematics, Science, and Social Studies	<b>Window Opens for MME Testing Students with Accommodations</b>  Day 1 – ACT Plus Writing  Day 2 Testing – WorkKeys  Day 3 Testing – Michigan Mathematics, Science, and Social Studies
<b>March 6, 2014</b>	Pre-scheduled Pickup for Initial Testing Materials Days 1 and 2.  NOTE: If you have any trouble with the pre-scheduled pickup of Day 1 and 2 materials, please contact ACT 800-553-6244, ext. 2800. <b>DO NOT call FedEx.</b>	
<b>March 7 @ Noon EST</b>  <b>March 11 @ 11:59 p.m. EST</b>	<i>Deadline for Day 1 and Day 2 makeup orders</i>  <i>Deadline for Day 3 makeup orders</i>	March 11th @ 11:59 p.m. EST is also the deadline for additional orders of Day 3 materials for students testing with accommodations.
<b>March 7, 2014</b>	Pre-scheduled Pickup for Initial Testing Materials Day 3.  NOTE: If you have any trouble with the pre-scheduled pickup of Day 3 materials, please contact Measurement Incorporated at 866-691-1423. <b>DO NOT call FedEx.</b>	

### **Makeup Orders**

NOTE: All Spring 2014 MME makeup material orders (Days 1, 2, and 3) should be submitted via the BAA Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)).

MME makeup materials can be ordered beginning the morning of Thursday, March 6<sup>th</sup>.

*There is a VERY short timeframe in which to place MME makeup material orders, so please make sure you log on to the BAA Secure Site and place your makeup order as soon as possible. Also, be sure to order any additional*

*non-secure items you will need for makeup testing (answer documents, materials return items, etc.)*

## **General Test Day Reminders: Day 1, Day 2, and Day 3**

### For Test Supervisors:

- Testing must be the first activity of the morning for ALL students testing with standard time. Verbal Instructions must begin no later than 9:00 AM in all standard time rooms.
- Check that all cell phones used by testing staff are turned off. Do not admit students with ANY electronic devices (other than permitted calculators) to the test room.
- If your school plans to provide permitted calculators for students to use, please distribute them as you admit students to the room. Do NOT pass calculators out between tests. Students must place calculators under their desks until directed by the Verbal Instructions to get their calculators.
- Test materials may not be transferred or shared between schools. This policy also applies to alternate schools affiliated with the “main” high school.
- The student ID barcode label must be placed correctly on the answer document.
- Review your test day documentation for completeness and accuracy. Failure to submit accurate documentation may result in the cancellation of scores.

### For Test Accommodations Coordinators:

- Verify all audio and/or video materials are working prior to test day.
- Accommodated students may test any time within the two-week accommodations testing window but must complete the pre-test session before test day.
- Students with different timing codes may NOT be tested in the same room. Students approved for a reader’s script or audio media without headphones must test individually in separate rooms.
- Administer each Day’s tests within that Day’s appropriate test window before proceeding to the next Day’s test window. Complete the administration of the Day 1 tests before beginning to administer the Day 2 tests, etc.

If you have questions, please email [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378 and select option 3 for MME.

## **MME DAY 1: (ACT Plus Writing) Test Day Reminders**

### For Test Supervisors:

- Tests must be administered in the order listed: English Test 1 (first), Mathematics Test 2 (second), Reading Test 3 (third), etc.
- ACT requires that a break of 15 minutes be given at the end of Test 2 (Mathematics) to allow examinees to relax or go to the restroom. The break may not include lunch. Do not alter the testing sequence by skipping the break, lengthening the break, allowing additional breaks, or scheduling the break at another time. Any alteration of the testing sequence may result in the cancellation of scores. Refer to the Supervisor’s Manual for exact details.
- There is no authorized break outside the test room between ACT’s Science Test 4 and the ACT Writing Test. Once the multiple-choice test booklets have been collected and verified, the examinees are allowed five minutes to relax by standing at their desks or to sharpen pencils before the ACT Writing Test. Examinees must remain in the room. You must resume reading the Verbal Instructions after five minutes. If an examinee does leave the room, do not wait for the examinee to return before reading the Verbal Instructions. Please refer to the Supervisor’s Manual for details.

### For Test Accommodations Coordinators:

- Do NOT extend any single test over more than one day. If a student’s accommodations provide for testing over multiple days, the student must complete each test in one session on a single day.
- Students testing with ACT-Approved Accommodations may NOT test in the same room as students with State-Allowed Accommodations or students testing standard time.

- Accommodations test materials are assigned to specific students – do NOT allow different students to test with these materials. Students testing with accommodations will be identified on rosters sent with the materials. Only the approved accommodations and test format listed on the roster for that examinee may be provided.